

**CAPITAL COMMUNITY COLLEGE**  
**JOB OPPORTUNITY**  
**Academic Assistant, CCP 12**  
**Full Time, 12 Month, Tenure Track Appointment**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Current BOR Employees  
**Location:** 950 Main Street, Hartford, CT 06103  
**Hours:** Full Time, 35 hours a week  
**Salary:** \$39,496.00 approximate annual.  
**Closing Date:** Application must be postmarked no later than July 25, 2014.  
No phone calls; submit only one application either electronically or via regular mail.

**General Knowledge,  
Skills and Ability:**

Associate's degree in an appropriately related scientific field together with one to two years of related office experience in lab maintenance, operation and set up. The successful candidate will have demonstrated knowledge, skills and abilities in the areas of (1) understanding principles and concepts in lab equipment operation, including safety and set up procedures, (2) strong information technology literacy skills, and (3) basic skills in the maintenance of lab equipment.

**General Experience:**

The Academic Assistant works under the direction of the Department Chair and is responsible for providing assistance to faculty in assigned academic labs or centers by providing lab set up, maintenance and operation. These duties include but are not limited to (1) setting up, arranging and testing lab equipment, apparatus and materials; (2) adapting equipment and materials to specific learning objectives that have been established by faculty; (3) planning and preparing equipment and materials for future lab sessions; (4) performing routine cleaning and maintenance of lab equipment, and arranging for repairs and service from outside vendors; (5) shipping and receiving supplies and equipment; (6) observing standards of safety in the set-up, operation and disposal of lab supplies and equipment; (7) functioning as the core lab resource for faculty. The incumbent may be required to perform other administrative tasks as well as supervise student workers.

**Substitution Allowed:**

Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons

**Application**

**Instructions:** Send or email letter of intent, resume, names and address of three reference, BOR Employment Application (found at: <http://www.ct.edu/hr/employment>) and college transcripts to:

**Ms. Josephine Agnello-Veley**  
**Director of Human Resources and Labor Relations**  
**Capital Community College**  
**950 Main Street, Hartford, CT 06103**  
**CA-HRApplc@capitalcc.edu**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Rita Kelley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 305B, Tel. (860) 906-5133 E-mail: [rkelley@Capitalcc.edu](mailto:rkelley@Capitalcc.edu)